

HB

25X1

HANDBOOK
NO.

TRAVEL
3 March 1953

Handbook No. is published for the assistance of Agency personnel in the processing of individuals in a travel status; as a guide for employees responsible for administrative details of travel procedures; and general information for use of the traveler.

This Handbook does not supersede or revise any existing CIA Regulation or Notice but supplements the following CIA Regulations.

No.

25X1

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

HANDBOOK
NO.

TRAVEL
3 March 1953

TRAVEL PROCESSING GUIDE

CONTENTS

	Page
SECTION I—TRAVEL ORDERS	1
II—CENTRAL PROCESSING BRANCH	11
III—INFORMATION FOR THE TRAVELER	13
IV—TRAVEL ADVANCES	21
V—TRAVEL VOUCHERS	23
VI—REGULATIONS AND LEGISLATION AUTHORIZING TRAVEL AND TRANSPORTATION AND STORAGE OF FURNITURE, HOUSEHOLD, AND PERSONAL EFFECTS	31
VII—PUBLIC LAWS (Extracts)	37

HANDBOOK
NO.

TRAVEL
3 March 1953

TRAVEL PROCESSING GUIDE

SECTION I — TRAVEL ORDERS

CONTENTS

	Page		Page
GENERAL	1	INVITATIONAL TRAVEL	8
CHECK LIST	1	CARRIERS OTHER THAN UNITED	
TRAVEL RATES	8	STATES REGISTRY	9

1. GENERAL

Official travel orders must be issued for all staff personnel prior to actual travel, except as provided in CIA Regulation No. A (1) d and (4).

a. AUTHORIZATION

Office heads or their designees are authorized to sign, as authorizing officials, travel orders for personnel under their supervision, except that:

- (1) EOD travel orders must be authenticated by the Assistant Director (Personnel).
- (2) No officer may sign as authorizing official on his own travel order.

b. TIME ELEMENTS

- (1) Completed travel orders will be submitted to the Central Processing Branch. The initiating office should prepare requests for travel in sufficient time to allow processing through normal channels. Only in cases of emergency should requests be hand carried.
- (2) Domestic travel orders should be delivered to the Central Processing Branch at least 72 hours before actual departure time.
- (3) Foreign travel orders should reach the Central Processing Branch as soon as possible after the requirement for travel is apparent, but in any case within the following limits:
 - (a) Six weeks prior to departure for employees who have not been immunized.
 - (b) Four weeks prior to departure for employees who have been appropriately immunized for the areas to be visited.

c. PREPARATION

- (1) Form No. 33-27, Travel Order, will be prepared in a sufficient number of copies for all travel, domestic and foreign, of all staff employees. (See Figures 1, 2, 3, and 4 for specimen travel orders.)
- (2) All copies of the travel order must be legible. An electric typewriter, if available, should be used for preparing travel orders.
- (3) One copy of the travel order should be retained by the initiating office. All others should be forwarded to the Central Processing Branch.

2. CHECK LIST

The following check list is to be used as a guide in the preparation of travel orders. Items are keyed by their letter to the applicable box on the form as shown in Figure 5. Every item is important. DO NOT OVERLOOK any of the items on the list.

- (a) Assign a travel order number. Numbers should be assigned in numerical sequence, preceded by appropriate office symbol and suffixed by the last two numbers of the fiscal year and, when using vouchered funds, the letters XG, e.g., DD/P-FI-1-53XG; DD/P-FI-2-53XG, etc. When using unvouchered funds, drop the XG, e.g., DD/P-FI-1-53; DD/P-FI-2-53, etc.

25X1

Approved For Release 2002/08/30 : CIA-RDP57-00042A000200220001-3

Next 4 Page(s) In Document Exempt

Approved For Release 2002/08/30 : CIA-RDP57-00042A000200220001-3

HANDBOOK
NO.

TRAVEL
3 March 1953

- (b) Show the allotment account symbol to which travel will be charged.
- (c) Type full name exactly as on Personnel File.
- (d) Give Washington extension on which traveler can be reached. Leave blank if traveler is outside of Washington.
- (e) Indicate traveler's present grade and salary. For Armed Forces personnel show rank and serial number. If traveler is assigned another grade for quarters allowance purposes, such information should be indicated under (j), Special Provisions. Leave blank if traveler is a consultant or an invitee.
- (f) Insert position title. If the traveler is a consultant, use such title. Any other non-CIA individual being called in at Agency expense should be called "Invitee."
- (g) Indicate official station to which the traveler is permanently assigned, or from which a permanent change of station is made. If a new SF 52, Request for Personnel Action, is required to effect change of station, note date the SF 52 was submitted, e.g., "SF 52 to PDC 15 August 52."
- (h) Itinerary should be stated in sufficient detail to permit procurement of travel space without further consultation with the traveler. If possible, show date at each arrival and departure point.
- (i) State reason for the travel, both foreign and domestic, in sufficient detail to permit understanding by an auditor. Classified orders will be retained within the Agency. Therefore, such general statements as "Official business" or "Operational reasons" will not be considered adequate justification.
- (j) Indicate all special provisions concerning the travel. These include: extra-fare trains; excess baggage; special travel accommodations; special reimbursement arrangements such as representation allowance; break in travel for leave purposes; transportation of automobile; movement of dependents (including names, ages, and sex); and other out-of-the-ordinary arrangements.
- (k) Indicate appropriate coordination. To ensure that coordination has been properly effected, the following points should be used as a guide:
 - (1) Coordination must be effected with the Deputy Director (Plans) for all overt personnel en route to covert areas overseas.
 - (2) For covert personnel, coordination must be effected with other covert offices having representation in the geographical area involved.
 - (3) Prior theater clearance authorization as required.
 - (4) Approval by the Security Office.
 - (5) Arrangements for travel involving cover, , must be coordinated with the Cover Division, Plans, (FI/DD/P).
- (l) Unless indicated to the contrary, maximum per diem rates will be allowable.
- (m) Insert estimated cost of travel. The schedule of rates in paragraph 3 below should be used for computing estimated cost.
- (n) Indicate date or approximate date travel will begin.
- (o) Indicate date or approximate date travel will end.
- (p) Specify modes of travel to be employed, indicating preference. These include government and/or commercial transportation (train, bus, airplane, vessel), or privately owned automobile.
- (q) Check appropriate box if any part of the travel is to be performed in a privately owned automobile.

25X1C4A

25X1C4A

HANDBOOK

NO.

TRAVEL
3 March 1953

- (r) If seven cents per mile is authorized as being more advantageous to the Government, state why.
- (s) Check appropriate box or boxes. If traveler is *not* to be authorized advance of funds, such information should be shown in the blank space by the authorizing official.
- (t) Insert title of the official who has been delegated authority to issue the travel order.
- (u) Ensure that the order is properly signed and dated by the authorizing official. The dotted line above the signature line of the authorizing official may be used for subordinate approval if required.

3. TRAVEL RATES

The following schedule should be used for computing the estimated cost of travel to be reflected on the travel order:

SCHEDULE OF ESTIMATED TRAVEL RATES ¹			
FROM	TO	ONE WAY	ROUND TRIP
<i>Domestic</i>			
Washington	New York	\$ 20.	\$ 40.
"	Boston	35.	70.
"	South	75.	150.
"	East Coast	25.	50.
"	Mid-West	60.	120.
"	West Coast	175.	350.
<i>Foreign</i>			
"	South America	\$ 600.	\$1,150.
"	Europe	500.	1,000.
"	Middle East	1,000.	1,800.
"	Far East	1,200.	2,000.
Note: Schedule includes average costs of transportation, per diem while en route, etc. for one traveler.			

4. INVITATIONAL TRAVEL

- a. The cost of all invitational travel of candidates or applicants for staff employment (excluding invitees for project or contract positions) will be charged to Personnel Office funds, not to the funds of the office requesting the travel. The Personnel Office will act as the approving office for such requests under authority of paragraph 6.Oa(5) of the Confidential Funds Regulations, which reads as follows:

"No candidate or applicant for staff employment by CIA will be invited to travel to Washington at government expense for assessment or interview without the prior written approval of the Assistant Director (Personnel) or the Deputy Director (Administration)."

- b. The Personnel Director's office is designated as the central point for administration and record maintenance necessary to implement this policy. The

¹ Reprinted from Comptroller's guide for determining budgetary justification for travel.

HANDBOOK

NO.

TRAVEL

3 March 1953

Personnel Director will act as the authorizing official for the Travel Order (Form No. 33-27).

- c. An office requesting invitational travel will affix a travel order number from its series. The proper allotment account symbol will be inserted by the Personnel Director. The travel order will be completed in all necessary respects, with particular attention being given to the justification for incurring the expense. An authorized official of the requesting office will sign in the "Special Provision" section of the form. The applicant file of the individual will be forwarded with the travel order to the Personnel Director.
- d. All completed Travel Vouchers (Form No. 33-12) will be directed to the Finance Division through the Personnel Director.

5. CARRIERS OTHER THAN UNITED STATES REGISTRY

Travel by foreign carriers may not be authorized where ships registered under the laws of the United States are available unless the necessity of the mission requires the use of a ship under a foreign flag. This should be made clear as claims will be suspended unless satisfactory, positive proof of the necessity for travel by foreign vessel is furnished.

HANDBOOK

NO.

TRAVEL

3 March 1953

SECTION II — CENTRAL PROCESSING BRANCH

CONTENTS

	Page
GENERAL	11
SERVICES PROVIDED OR ARRANGED	11
RETURNEES	12

6. GENERAL

- The Central Processing Branch expedites the financial, personnel, transportation, and other procedures necessary to the processing of Agency travel.
- Upon receipt of travel orders by the Central Processing Branch, preliminary steps are taken to obtain personnel files, passport pictures, and other documents necessary to start the actual processing. A representative of the Central Processing Branch will then call in the traveler and schedule his initial processing.
- Offices should contact Central Processing Branch for information, guidance and assistance regarding the movement of personnel other than staff employees, prior to action on such personnel.

7. SERVICES PROVIDED OR ARRANGED

The following chart shows the services which are provided or arranged through the facilities of the Central Processing Branch:

CENTRAL PROCESSING BRANCH
Schedules appointments for initial processing and notifies employees when and where to report.

Provided or arranged:

- Physical examination and shots.
- Passport Application papers.
- as required.
- Signature on Overseas Contract, Automobile Agreement, Residence and Dependency Report, if necessary.
- Booking of travel.
- Shipping of:
 - Personal effects
 - Household goods
 - Automobile
- Pay, travel, and allowance briefing.
- Pay arrangements made.
- Travel Advances.
- Insurance and Hospitalization.
- Medical briefing.
 - Health conditions at post
 - Medical facilities
 - Preventive measures on prevalent diseases
- Cover and Security.

HB

25X1

HANDBOOK
NO.

TRAVEL
3 March 1953

8. RETURNEES

All employees returning from overseas to headquarters for any reason should report immediately to the Central Processing Branch, which will schedule required debriefings, physical examinations, and the issuance of badges.

25X1

Approved For Release 2002/08/30 : CIA-RDP57-00042A000200220001-3

Approved For Release 2002/08/30 : CIA-RDP57-00042A000200220001-3

HANDBOOK
NO.

TRAVEL
3 March 1953

United States, or naturalization papers, must be submitted with the application. Lacking any of these proofs, an applicant may submit an affidavit from a person who has known applicant from birth (parents or an older sister or brother). This affidavit must be notarized. *Affidavit forms may be procured from the Central Processing Branch.*

- e. After the passports have been issued, all necessary visas and military permits will be obtained by this Agency.
- f. Department of State Regulations require the return of all passports upon the termination of the official status for which the passports were issued, therefore, passports must be returned to the Central Processing Branch for proper disposition.
- g. Reimbursement of fees for the execution of a passport application can and should be claimed on employee's travel voucher.

11. MEDICAL REQUIREMENTS

- a. A complete physical examination is required of all persons traveling to overseas destinations, as well as proper immunization. These examinations and immunizations will be given by the Medical Staff during overseas processing for employees and dependents who report to Washington. Scheduling of appointments for medical examinations will be made by the Central Processing Branch. Dependents who do not report to Washington prior to such travel must have their private physicians give them the necessary examinations and immunizations required for entry into the area. The physician will record on an International Immunization Certificate (supplied by this Agency) all immunization injections he has given each dependent and this will serve as a certificate of inoculation and vaccination and must be in the possession of the dependents when they embark.
- b. The cost of immunization and examinations given by a physician can be claimed only when Agency or Public Health Service medical facilities are not available.

12. SECURITY

Full instructions on security and related matters will be given prior to departure. The Security Office representative in the Central Processing Branch will furnish full details.



25X1

25X1C4A



CONFIDENTIAL

Approved For Release 2002/08/30 : CIA-RDP57-00042A000200220001-3

Security Information

HB

25X1

HANDBOOK

NO.

TRAVEL

3 March 1953

25X1

16. RESERVATIONS

- a. All necessary travel reservations will be made for the employee and dependents through the Central Processing Branch. Processing of dependents located outside of Washington will be handled by the Transportation Division, Logistics Office. The ETA (Expected Time of Arrival) of all travelers will be cabled to the foreign station concerned sufficiently in advance of arrival to enable the traveler to be met.
- b. Round trip tickets must be purchased wherever savings would be effected. Changes in mode of travel, except for operational purposes or where there is a material reduction in transit time, will not be authorized.

17. BAGGAGE

a. FREE BAGGAGE

- (1) The free baggage allowance on adult fare tickets is as follows:

MODE OF TRAVEL	BAGGAGE ALLOWANCE
Air	66 Pounds
Rail to P.O.E.	
Transatlantic	150 Pounds
Transpacific	350 Pounds
Sea	350 Pounds
	or 25 Cubic Feet

The free baggage for children is in proportion to the amount of adult fare paid.

- (2) When travel is by sea the traveler must take advantage of the free weight allowance for baggage allowed by the railroad and check his baggage through on his rail ticket. When the traveler is in possession of his rail ticket he should take his baggage to the railway terminal or call the Railway Express Agency, Inc., and make arrangements to have his trunks and heavy baggage forwarded to the steamship pier five to ten days in advance of sailing. The traveler should pay for this service and claim reimbursement on his travel voucher. Tags and labels are supplied when the tickets are turned over to the traveler. Trunks and similar containers should be labeled on the ends. All baggage should be plainly marked with name of passenger, name of vessel, date of sailing, stateroom number or for baggage room or hold.
- (3) It is most important for passengers to call at the baggage master's desk on the pier and inquire about their baggage before going aboard ship. All baggage should be through-checked to the pier, with transfer charges from railway terminal to the pier paid at the same time to the baggage agent or Railway Express Agent. If this is not done, baggage will be held in railway station baggage room until claimed by owner.
- (4) A reasonable quantity of hand baggage may accompany the traveler on the train and in his stateroom aboard ship, which is not charged against his free weight allowance.

b. UNACCOMPANIED BAGGAGE

- (1) Each person authorized to travel where a permanent change of station is involved is entitled to ship at government expense 300 pounds of unaccom-

CONFIDENTIAL

HANDBOOK
NO.

TRAVEL
3 March 1953

panied baggage. One hundred pounds of this allowance may be shipped by air freight when travel is performed by air. This allowance is in addition to the free baggage allowance authorized by the carriers to accompany the traveler as referred to in paragraph 17a above.

- (2) This unaccompanied baggage allowance (with the exception of the air freight) may be included and shipped with the baggage which accompanies the traveler or it may be included as part of his household effects. If it is included with the baggage which is to accompany the traveler, the cost of shipping this unaccompanied baggage should be paid by the traveler. Reimbursement for such cost should be claimed at the time he submits his travel voucher, supporting such claim with the paid receipt.
- (3) When air freight is to be utilized a Government Bill of Lading and the necessary air express tags will be prepared and given to the traveler before his departure. The weight of all pieces of baggage combined, should not exceed the weight authorized on the bill of lading. Attach a tag to each piece of baggage. Destroy all tags which are not used.
- (4) The traveler should arrange for the delivery of his baggage to the airlines indicated on the bill of lading. The airline representative will weigh the baggage and endorse the bill of lading showing actual weight thereon. Memorandum copies will be returned to the traveler together with the carrier's air weight bill. Be sure that the actual weight appears on these copies; retain one copy and mail the others promptly in the self-addressed envelope which will be furnished for this purpose. Expense incurred in moving baggage from place of residence to the airport is reimbursable. Therefore, a receipt should be obtained from the carrier.

c. EXCESS BAGGAGE

Operational equipment authorized on the travel order as excess baggage to be shipped by air will not be included as allowable weight on the bill of lading issued for personal baggage. Charges for such weight must be paid in cash at the time the baggage is presented to the carrier. The authorizing official can authorize the traveler to secure an advance of funds for this purpose. In the event the traveler uses his own funds he should claim reimbursement at the time he submits his travel voucher.

18. UNUSED TICKETS

All unused tickets should be attached to the employee's travel voucher when it is submitted for payment.

19. CORRESPONDENCE

20. GOVERNMENT QUARTERS

- a. To the extent commensurate with cover and security considerations the Agency will provide adequate quarters, with utilities, at Agency expense for Agency personnel and their dependents stationed in foreign countries designated as emergency areas.
- b. Detailed procedures explaining the further provisions and limitations of this proviso will be included in this Handbook as soon as practicable.

21. HOUSEHOLD GOODS AND PERSONAL EFFECTS

- a. For areas designated in paragraph 20a above as emergency areas wherein government quarters will be furnished, specific limitations will be involved as to the extent of total weight of household goods authorized to be stored and shipped.

25X1C4E

25X1

HANDBOOK

NO. []

TRAVEL

3 March 1953

- b. On a permanent change of station to other than an emergency area, the transportation of effects and household goods is authorized at government expense and maximum weights (exclusive of automobile and baggage) shall be determined by the employee's salary and family status in accordance with the following table:

TABLE OF WEIGHT ALLOWANCE*
HOUSEHOLD GOODS AND PERSONAL EFFECTS

SALARY GROUP	WITH FAMILY	WITHOUT FAMILY
1. \$10,800 and over	24,000 pounds	19,000 pounds
2. \$ 7,240 to \$10,799	20,000 pounds	15,500 pounds
3. \$ 4,880 to \$ 7,239	16,500 pounds	12,000 pounds
4. \$ 3,600 to \$ 4,879	13,000 pounds	8,500 pounds
5. Below \$3,600	11,400 pounds	6,720 pounds

*Includes weight after packing.

- c. The above table does not apply where there are restrictions in allowable weight to be transported overseas. In certain areas shipments are limited. In such cases the unused balance of the weight allowance may be stored at government expense.
- d. Allowable expense for transportation of effects includes: packing, crating, and unpacking, cartage at port of origin, hire of lift vans, freight, transshipment and handling charges, tonnage fees, cartage and storage en route, unavoidable demurrage, and other similar charges, cartage at destination, storage from date of first arrival of an employee at his post for a period not exceeding 3 months, or until establishment of residence quarters, whichever is shorter.
- e. The Central Processing Branch will advise the employee as to which storage company he is to contact regarding the arrangements for packing his household goods and effects. Upon completion of the packing the Agency will arrange [] for the shipment.
- f. Household goods located out of town will be handled in the same manner as those located in Washington. The dependent should contact this Agency by mail and request that arrangements be made to effect shipment. Upon receipt of such request, instructions will be forwarded to the dependent outlining procedure to be followed. All correspondence from dependents should be addressed to []
- g. Time limit on shipment of household goods and personal effects is one year from date of arrival of employee at permanent post. Requests for shipment should be made through the appropriate administrative office.

22. INSURANCE

Insurance premiums for Ocean Marine Insurance or Government Floater Policies are payable by the employee and are not reimbursable. Insurance information, rates, etc., may be obtained from any insurance broker. Insurance is advisable, but not required, since the Government is not responsible for any loss or damage.

23. PURCHASES AFTER DEPARTURE

In cases where individuals purchase wares from stateside vendors for shipment within the one-year period allowable, notification of such purchase *must* be sent to the appropriate administrative office so that arrangements can be made for handling through authorized shipping channels. The notification should contain the name and address of the vendor and the valuation. With respect to insurance coverage of these purchases, attention is directed to paragraph 22 above. Additional shipments are allowable within the one-year period only when the total weight allowance originally authorized will not be exceeded.

HANDBOOK
NO. [REDACTED]

TRAVEL
3 March 1953

24. AUTOMOBILES

- a. Normally on a permanent change of station order, the transportation of a personal automobile to or from a station outside the United States, its possessions or territories, is authorized at government expense. The weight of such a vehicle is *in addition* to the weight indicated on "TABLE OF WEIGHT ALLOWANCE" shown in paragraph 21b above.
- b. Encumbered automobiles may not be shipped overseas. In most cases lending institutions retain the title to the vehicle until the encumbrance is satisfied. In the absence of a title, it is not possible to obtain registration abroad.
- c. It is necessary that the employee sign before a witness an agreement that he will not sell or otherwise dispose of personal automobile shipped at government expense during the term of employment by the government overseas without written authority from the Office head concerned.
- d. The automobile should be delivered to the port of embarkation by the employee. The address of the receiving garage at the port will be furnished by the Central Processing Branch. Necessary accompanying papers will also be furnished. Employees who are unable to make personal delivery of their automobile to the port of embarkation will be furnished with the name of the local storage company to whom the automobile should be delivered.
- e. If the automobile is in the custody of relatives or friends, in or out of Washington, and shipment is not desired until a later date, the name and address of the custodian will be furnished the Central Processing Branch.
- f. Personal automobiles may be shipped within a limit of one year from date of arrival at permanent post. Request for such shipment should be made through the appropriate administrative office.
- g. No assurance can be given that personal automobiles will accompany the traveler on the same ship except in extreme emergencies. Arrangements for such shipments are difficult to make; therefore, such requests must be kept to a minimum.

25. RETURN OF HOUSEHOLD GOODS, PERSONAL EFFECTS, AND AUTOMOBILES

- a. When an individual is returned to the United States for reassignment and household goods and effects are authorized to be returned to the United States, the return shipments should be addressed to the employee (name, address, and city) [REDACTED]. When the employee does not have an immediate forwarding address he should indicate that the material is to be placed in storage and give the name and address of the storage company to which he wishes his effects shipped. In the event the employee does not know the name and address of a storage company at the location to which he wishes his effects shipped, he should advise his local transportation officer or administrative officer so that arrangements can be made by this Agency in time to notify the [REDACTED] where the shipment is to be stored upon arrival.
 - b. The Agency must be advised prior to the date of shipment so that confirmation of the shipment can be made [REDACTED]. Such notification should include the approximate date of shipment, name of ship, if known, number of pieces and other pertinent data.
-

- d. The weight allowances for returnees is the same as indicated for employees traveling to overseas stations. (See paragraph 21b.)

HANDBOOK

NO.

TRAVEL

3 March 1953

26. STORAGE OF HOUSEHOLD EFFECTS**a. EMERGENCY CONDITIONS**

The cost of storing household effects for civilian employees under emergency conditions may be effected as provided in CIA Regulation No. B (3).

b. MILITARY PERSONNEL

- (1) The provisions of this paragraph apply to domestic storage of household goods and personal effects for military personnel assigned to overseas duty with the Agency on permanent change of station orders. (See CR)
- (2) Office heads originating orders may request storage at Agency expense, on the travel order, and will forward the travel order to the Central Processing Branch for review and distribution.
- (3) Because of security considerations commercial storage facilities may be used for military personnel assigned to overseas duty with the Agency. Payment of commercial storage charges will be based on whether or not the parent service normally could have provided such storage space. Military Personnel Division will advise the Central Processing Branch, in writing, as to availability of storage space at military establishments, this writing to serve as approval of the Military Personnel Division for Agency reimbursement of such storage. In the absence of available space by parent service, commercial storage charges will not be paid by the Agency.
- (4) The Central Processing Branch will review the travel order and upon approval of the Chief, Military Personnel Division through the written authority set forth in paragraph 3, above, will insert on the travel orders: "Commercial storage approved by Chief, Military Personnel Division per Memo _____, dated _____."
- (5) The military traveler will then be advised by the Central Processing Branch to place his effects in storage, pay storage charges and then submit a claim to the Finance Office for reimbursement on Form No. 33-17, "Reimbursement Voucher for Purchases and Services Other Than Personal," together with receipted bills. Claims for reimbursement for storage bills paid by the individual while overseas will be returned to headquarters for processing and reimbursement.
- (6) Insurance charges covering effects while in storage are not reimbursable.
- (7) Central Processing Branch must obtain from traveler a Power of Attorney and his warehouse receipts which will authorize the Agency to remove any or all of the effects from place of storage.
- (8) Changes in the policies or regulations of the parent service may terminate the policy of reimbursement for commercial storage costs assumed by CIA.
- (9) Eligible individuals may be authorized storage upon issuance of proper travel orders.

HANDBOOK
NO.

TRAVEL
3 March 1953

SECTION IV — TRAVEL ADVANCES

CONTENTS

	Page
GENERAL	21
DISBURSING OFFICE HOURS . . .	21

27. GENERAL

Funds for transportation costs, subsistence, and miscellaneous travel expenses may be authorized in the travel order as an advance to the traveler. The advance may be secured by submission of a Request for Advance signed by the traveler for submission to the Finance or Fiscal Division as appropriate.

28. DISBURSING OFFICE HOURS

Funds to be secured as travel advances may be obtained from the disbursing office between 0900 and 1600 hours except under emergency conditions. The Finance Division requires that the traveler personally sign the receipt for cash advance.

HANDBOOK

NO. TRAVEL
3 March 1953**SECTION V — TRAVEL VOUCHERS****CONTENTS**

	Page
GENERAL	23
SETTLEMENT OF ADVANCES	23
PREPARATION	23

29. GENERAL

All government employees performing official travel must submit a travel voucher (claim for reimbursement) upon completion of such travel. Vouchers must be submitted whether or not a travel advance is involved.

30. SETTLEMENT OF ADVANCES

If a travel advance was secured the travel voucher will be applied to liquidate this advance. If the amount of advance exceeds the claim, the traveler must refund the unused portion at the time the voucher is submitted preferably by personal check attached to the voucher. Cash should not be attached to the voucher. If the advance is repaid in cash, the traveler should deliver the cash to the Finance or Fiscal Division, as appropriate, and obtain a receipt therefor. A copy of the receipt should then be attached to the claim.

31. PREPARATION**a. FORM**

To claim reimbursement for travel expenses or to account for travel advances, a traveler should submit CIA Form No. 33-12 if traveling on unvouchered funds, or Standard Form No. 1012 if traveling on vouchered funds. For specimen vouchers see Figures 6 and 7.

b. SUBMISSION OF VOUCHER FOR PAYMENT

After travel vouchers are prepared in proper form, they should be submitted for approval to the appropriate Office or Division for payment or settlement. The Finance or Fiscal Division will process the travel vouchers and will notify the traveler when payment thereon is available or, upon request, will mail check to home address of traveler.

c. INFORMATION REQUIRED

The following information and evidence of expenditure will be furnished on the travel voucher in the order in which the expenses were incurred.

- (1) Date, time, cost, and mode of transportation (rail, plane, sea, taxi, street-car, etc.) and points of departure and arrival.
- (2) Time of departure and arrival at each point is always stated in terms of standard time in the area. Delays in schedule must be explained.
- (3) Other expenses such as official telephone calls, telegrams, etc., which must be itemized in detail.

d. PER DIEM AND MILEAGE

- (1) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. (See CIA Regulation No.)
The authorizing official will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses.

25X1

Approved For Release 2002/08/30 : CIA-RDP57-00042A000200220001-3

Next 4 Page(s) In Document Exempt

Approved For Release 2002/08/30 : CIA-RDP57-00042A000200220001-3

HANDBOOK

NO.

TRAVEL

3 March 1953

- (2) For extended periods of temporary duty at the same post in the United States, the following schedule of maximum rates normally apply:

First 60 days	\$9.00
Second 60 days	\$8.00
Third 60 days	\$3.00

The per diem rates which shall apply in cases of new employees reporting to Washington for temporary duty and training prior to assignment to their first official station abroad is as follows:

First 30 days	\$9.00
Next 90 days	\$4.50
Next 60 days	\$1.50

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post. (See CIA Regulation)

- (3) Per diem incident to travel abroad and return therefrom, payable to an employee and his immediate family, will be in accordance with applicable provisions of the Foreign Service Regulations.
- (4) Interruption of Travel or Deviation from Route
Where, for the traveler's personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem allowance shall not exceed that which would have been incurred had travel been continued by the most usually traveled route (G.T.R. 49).
- (5) Sleeping Accommodations
The traveler may receive full authorized per diem for the period he is in travel status and no deduction is made therefrom while traveling in the berth of a sleeping car or plane, the cost of which is paid by the Government as part of transportation expense.
- (6) Computation of Per Diem
The basis for computing per diem allowance (as provided by G.T.R. 51) is as follows:
- Zone. Travel should be reported and per diem requested on the basis of the United States standard time of the zone within which the travel was performed.
 - Continuous Travel of More Than 24 Hours. Per diem is allowable at the rate per day for each period of continuous travel status from midnight to midnight and at the rate of one-fourth of the rate per day for each period of 6 hours or fraction thereof occurring prior to the first midnight or subsequent to the last midnight of travel status. A convenient method of computing per diem for travel of more than 24 hours is to think of a day as divided into four equal parts of six hours each as illustrated in the following diagram:

	Midnight	
6:00 P.M.	Noon	6:00 A.M.

For example, if an employee is away from his official station from 8:00 P.M. Tuesday to 9:30 A.M. Friday, computation will be as follows:

8:00 P.M. Tuesday until 12:00 midnight Tuesday	1/4 day
12:01 A.M. Wednesday until 12:00 midnight Wednesday	1 day
12:01 A.M. Thursday until 12:00 midnight Thursday	1 day
12:01 A.M. Friday until 6:00 A.M. Friday	1/4 day
6:01 A.M. Friday until 9:30 A.M. Friday	1/4 day
Total per diem allowable	2 3/4 days

HANDBOOK

NO.

TRAVEL

3 March 1953

(7) Required Deductions

Not less than one-fifth of the authorized per diem rate will be deducted for each meal and/or lodging furnished without charge by a Government agency.

e. EXPENDITURES NOT SPECIFICALLY AUTHORIZED

Complete justification must appear on the voucher when reimbursement is claimed for expenditures not specifically authorized in the travel order, such as extra-fare planes or trains, excess baggage, etc. In such cases the justification must be approved by the authorizing official prior to submission.

f. TRAVEL DIARY

(1) Except in cases where security precludes such actions, it is suggested that all travelers keep a travel diary in which information required to prepare their vouchers can be maintained. A list of items which can and cannot be claimed will be helpful in keeping such a diary. Such items are listed in (2) and (3) below.

(2) Items Which May be Claimed:

- (a) *Per diem* as authorized in the travel order and appropriate travel regulations.
- (b) *Taxi fare*, including 10% tip, to or from office or home to station or airport. Standardized Government Travel Regulations define "place of abode" as any point from which an employee commutes daily to his official post of duty. Taxi fares between duty points which are for official trips when regular transportation cannot be used advantageously in the interest of the Government. (Explain the circumstances in each instance.)
- (c) *Cost of baggage transfer*, i.e., from home to station, station to home or hotel and between terminals (this does not include porters' fees for carrying hand luggage, etc.).
- (d) *Cost of transportation*. Travelers are entitled to the lowest-priced round trip first-class accommodations which are available at the time the reservation is made, except where the time en route is less than two hours, in which case coach or second-class accommodations only will be allowed.
- (e) *Cost of Passport Fee*. (See paragraph 10d above.)
- (f) *Official telephone calls and telegrams*. For long distance calls, the points between which the calls are made and the names of the persons called must be shown. If the call is more than \$1.00, a receipt or certificate in lieu thereof must be attached to the voucher. Claims for telegrams should be supported by copies of the messages.

(3) Items Which May not be Claimed:

- (a) *Tips of any kind*, except 10 percent on taxi fare.
- (b) *Cost of meals*.
- (c) *Cost of hotel room* or other quarters when used solely for lodging.
- (d) *Taxi fares* which are for personal convenience of the traveler.
- (e) *Reimbursement for baggage insurance premiums*.

g. RECEIPTS

Part XI of the Standardized Government Travel Regulations contains detailed information on receipt requirements. Insofar as security permits these will be followed.

HANDBOOK
NO.

TRAVEL
3 March 1953

SECTION VI — REGULATIONS AND LEGISLATION

CONTENTS

	Page		Page
GENERAL	31	REMAINS	34
TRANSFER OF OFFICIAL STA- TION	31	PAYMENTS IN LIEU OF ACTUAL EXPENSES	35
NEW APPOINTEES	32	PER DIEM	35
HOME LEAVE	33	ADVANCES	35
FURNITURE AND HOUSEHOLD AND PERSONAL EFFECTS	33	PRIVATELY OWNED CONVEY- ANCE	35
DISTURBED CONDITIONS	34	RECEIPTS	36
AUTOMOBILES	34	VOUCHERS	36
ILLNESS OR INJURY	34	TRAVEL ORDERS	36

32. GENERAL

- a. Provisions governing many general aspects of transportation are contained in the Standardized Government Travel Regulations. The index in those regulations should be consulted when information is needed.
- b. Payment by CIA of an individual's travel or related expenses must be based upon authorizations provided in legislation, Government regulations or Agency Regulations. Public Laws 110 — 81st Congress, 600 — 79th Congress, 830 — 81st Congress, 92 — 81st Congress, and regulations issued thereunder; the Standardized Government Travel Regulations; the Foreign Service Regulations; and Agency Regulations provide such basic travel authorizations.
- c. Agency Regulation authorizes that travel and transportation expenses and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Laws 600 — 79th Congress, 92 — 81st Congress, 820 — 81st Congress, Agency and other appropriate legislation, and the regulations issued thereunder; the Standardized Government Travel Regulations; the Foreign Service Regulations; and as specified in Agency Regulations.
- d. Listed in the sections below are the major travel provisions contained in those documents. As enumerated they are brief excerpts from the parent documents and the sources are cited in brackets. In those instances where Agency Regulations repeat or supplement the parent document, reference is made to the applicable Agency Regulation in a second paragraph added to the section. Complete texts of the pertinent parts of the Public Laws may be found in Section VII of this Handbook.

33. TRANSFER OF OFFICIAL STATION

a. DOMESTIC

- (1) Under regulations prescribed by the President the Government will pay travel expenses of an employee transferring from one official station to another, and the expenses of transportation of his immediate family and the expenses of transportation, packing, crating, temporary storage, drayage, and unpacking of his household goods and personal effects, subject to certain limitations. (See Public Law 600 — 79th Congress section 1 (a), as amended by sections 1 (a) and (b) of Public Law 830 — 81st Congress.) General regulations prescribed by the President for the payment of expenses for transportation of household goods and personal effects are contained in Executive Order 9805 of 25 November 1946 as amended by Executive Orders 9997 of 8 September 1948, 10069 of

HANDBOOK
NO.

TRAVEL
3 March 1953

14 July 1949, 10196 of 20 December 1950, and 10274 of 5 March 1951. The Standardized Government Travel Regulations contain detailed provisions governing the specific travel expenses which are reimbursable.

- (2) CIA Regulation No. (8) establishes Agency policy governing transportation of dependents, and paragraph A (9) (b) establishes Agency policy governing domestic transportation of household goods and personal effects.

b. OVERSEAS

- (1) This applies the same provisions applicable to new appointees to employees other than new appointees. (See Public Law 600—79th Congress section 1 (a), as amended by section 1 (b) of Public Law 830—81st Congress.) General regulations prescribed by the President for the payment of expenses for transportation of household goods and personal effects are contained in Executive Order 9805 of 25 November 1946 as amended by Executive Orders 9997 of 8 September 1948, 10069 of 14 July 1949, 10196 of 20 December 1950, and 10274 of 5 March 1951. The Standardized Government Travel Regulations contain detailed provisions governing the specific travel expenses which are reimbursable.
- (2) CIA Regulation No. (8) establishes Agency policy governing transportation of dependents, and paragraph A (9) (a) and (c) establishes Agency policy governing transportation of household goods and personal effects.

34. NEW APPOINTEES

- a. Under regulations prescribed by the President the Government will pay expenses of travel of new appointees, expenses of transportation of their immediate families and expenses of transportation of their household goods and personal effects from places of actual residence at time of appointment to places of employment outside continental United States, and for such expenses on return of employees from their posts of duty outside continental United States to places of their actual residence at time of assignment to duty outside the United States, subject to certain limitations. (See Public Law 600—79th Congress, section 7, as amended by section 2 of Public Law 830—81st Congress.) General regulations prescribed by the President for the payment of expenses for transportation of household goods and personal effects are contained in Executive Order 9805 of 25 November 1946 as amended by Executive Orders 9997 of 8 September 1948, 10069 of 14 July 1949, 10196 of 20 December 1950, and 10274 of 5 March 1951. The Standardized Government Travel Regulations contain detailed provisions governing the specific travel expenses which are reimbursable.
- b. CIA Regulation No. (8) establishes Agency policy governing transportation of dependents, and paragraph A (9) (a) and (c) establishes Agency policy governing transportation of household goods and personal effects.
- c. The Agency will pay the costs of travel of new appointees and their dependents, and the transportation of their household goods and personal effects, from places of actual residence in foreign countries at time of appointment to places of employment and return to their actual residences at the time of appointment or a point not more distant provided that such appointees agree in writing to remain with the United States Government for a period of not less than twelve months from time of appointment. (See Public Law 110—81st Congress section 5 (a) (7).)
- d. CIA Regulation No. (8) prescribes Agency policy and procedure governing the application of the legislative provisions above. Agency policy modifies the minimum provisions of Public Law 110 by requiring new appointees to agree in writing to remain with the United States Government for a period of not less than two years from the date of arrival at the overseas post.

HANDBOOK
NO. []

TRAVEL
3 March 1953

35. HOME LEAVE

- a. The Agency will pay the travel expenses of officers and employees of the Agency incurred while traveling pursuant to orders granting home leave. (See Public Law 110—81st Congress section 5 (a)(1)(A) and (3).) The Agency will pay the travel expenses of members of the family of an officer or employee of the Agency when accompanying him on authorized home leave. (See Public Law 110—81st Congress section 5 (a)(1)(B).)
- b. CIA Regulation No. [] (1) augments these provisions by enumerating certain conditions upon which the payment of home leave expenses will depend. In addition it provides that, in addition to the legislative provisions above, such expenses may be allowed in accordance with applicable provisions of the Foreign Service Regulation. The Foreign Service Travel Regulation authorizing payment of such expenses is 3.1d.

36. FURNITURE AND HOUSEHOLD AND PERSONAL EFFECTS

a. TRANSPORTATION

- (1) The Agency will pay the cost of transporting the furniture and household and personal effects of an officer or employee of the Agency to his successive posts of duty and, on the termination of his services, to his residence at time of appointment or to a point not more distant, or upon retirement, to the place where he will reside. (See Public Law 110—81st Congress section 5 (a)(1)(C).)
- (2) CIA Regulation No. [] (2) provides that, in addition to the legislative provisions above, such expenses may be allowed in accordance with applicable provisions of the Foreign Service Regulations. The Foreign Service Travel Regulations, section 5, authorize payment of such expenses and CIA Regulation No. [] (9) provides for payment of shipment of such items acquired subsequent to issuance of change of station or home leave orders when properly authorized in an amendment to the original travel order.

b. STORAGE

- (1) The Agency will pay the cost of storing the furniture and household and personal effects of an officer or employee of the Agency who is absent under orders from his usual post of duty, or who is assigned to a post which, because of emergency conditions, he cannot take or at which he is unable to use, his furniture and household and personal effects. (See Public Law 110—81st Congress section 5 (a)(1)(D).)
- (2) CIA Regulation No. [] (3) augments these provisions by prescribing specific Agency policy and procedure for authorizing their use. In addition to the legislative provisions, above, such expenses may be allowed in accordance with applicable provisions of the Foreign Service Regulation. The Foreign Service Travel Regulation authorizing payment of such expenses is section 6.
- (3) The Agency will also pay the cost of storing the furniture and household and personal effects of an officer or employee of the Agency on first arrival at a post for a period not in excess of three months after such first arrival at such post or until the establishment of residence quarters, whichever shall be shorter. (See Public Law 110—81st Congress section 5 (a)(1)(E).)
- (4) CIA Regulation No. [] provides that, in addition to the legislative provisions above, such expenses may be allowed in accordance with applicable provisions of the Foreign Service Regulations. The Foreign Service Travel Regulation authorizing payment of such expenses is section 6.

HANDBOOK
NO.

TRAVEL
3 March 1953

37. DISTURBED CONDITIONS

- a. The Agency will pay the travel expenses and transportation costs incident to the removal of the members of the family of an officer or employee of the Agency and his furniture and household and personal effects, including automobile, from the post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property, and the return of such persons, furniture and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. (See Public Law 110 — 81st Congress section 5 (a) (1) (F).)
- b. CIA Regulation No. (5) (a), (b), and (c), prescribes Agency policies and procedures to govern the application of the legislative provisions above. The Foreign Service Travel Regulation authorizing payment of such expenses is section 3.1f.

38. AUTOMOBILES

- a. The Agency will transport for or on behalf of an officer or employee of the Agency, a privately owned automobile in any case where it shall be determined that water, rail, or air transportation of the automobile is necessary or expedient for any part or all of the distance between points of origin and destination, and pay the costs of such transportation. (See Public Law 110 — 81st Congress section 5 (a) (4).)
- b. CIA Regulation (6) prescribes Agency policy and procedure to govern the application of this legislative authority. Such expenses, in addition, may be allowed in accordance with applicable provisions of the Foreign Service Regulations. The Foreign Service Travel Regulations governing payment of such expenses is section 5. CIA Regulation (9) (a), (b), and (c) contains procedural information on such shipments.

39. ILLNESS OR INJURY

- a. In the event of illness or injury requiring the hospitalization of an officer or full time employee of the Agency, not the result of vicious habits, intemperance, or misconduct on his part, incurred while on assignment abroad, in a locality where there does not exist a suitable hospital or clinic, the Agency will pay the travel expenses of such officer or employee by whatever means he shall deem appropriate to the nearest locality where a suitable hospital or clinic exists and on his recovery pay for the travel expenses of his return to his post of duty. If the officer or employee is too ill to travel unattended, the Director may also pay the travel expenses of an attendant. (See Public Law 110 — 81st Congress section 5 (a) (5) (A).)
- b. CIA Regulation No. (2) (c) prescribes Agency policy and procedures governing the application of the legislative provisions above.

40. REMAINS

- a. The Agency will pay the costs of preparing and transporting the remains of an officer or employee of the Agency or a member of his family who may die while in travel status or abroad, to his home or official station, or to such other place as the Director may determine to the appropriate place of interment, provided that in no case shall the expense payable be greater than the amount which would have been payable had the destination been the home or official station. (See Public Law 110 — 81st Congress section 5 (a) (6).)
- b. CIA Regulation No. (7) prescribes Agency policy and procedures governing the application of the legislative provisions above. Such expenses, in addition, may be allowed in accordance with applicable provisions of the Foreign Service Regulations. The Foreign Service Travel Regulation authorizing payment of such expenses is section 3.1h.

HANDBOOK

NO.

TRAVEL

3 March 1953

41. PAYMENTS IN LIEU OF ACTUAL EXPENSES

In lieu of the payment of actual expenses of transportation, packing, crating, temporary storage, drayage, and unpacking of household goods and personal effects, in the case of such transfers between points in the continental United States, reimbursement will be made to the officer or employee on a commuted basis (not in excess of the amount which would be allowable for the authorized weight allowance) at such rates per one hundred pounds as are fixed by zones in regulations prescribed by the President. (See Public Law 600 — 79th Congress section 1 (b).) The regulations prescribed for these payments are set forth in section 12 of Executive Order 9805 of 25 November 1946 as amended by section 12 of Executive Order 9933 of 27 February 1948.

42. PER DIEM

- a. While traveling on official business and away from their designated posts of duty, officers and employees of the Agency are allowed, in lieu of their actual expenses for subsistence and all fees or tips to porters and stewards, a per diem allowance not to exceed the rate of \$9.00 within the limits of the continental United States and in the case of travel beyond the limits of the continental United States not to exceed rates established by the Director of the Bureau of the Budget for the locality in which the travel is performed. (See Public Law 92 — 81st Congress section 3.) Per diem rates for areas beyond the limits of the continental United States are issued periodically through Bureau of the Budget Circular No. A-7. Government regulations governing the payment of per diem are contained in Part VI of the Standardized Government Travel Regulations, and 4.6 of the Foreign Service Travel Regulations.
- b. CIA Regulation No. establishes Agency policy and procedures governing the payment of per diem.

43. ADVANCES

a. GENERAL

Funds may be advanced to any person entitled to per diem or mileage allowances in such sums as may be deemed advisable considering the character and probable duration of the travel to be performed. (See Public Law 92 — 81st Congress section 5.) Regulations governing travel advances are contained in Part XIII of the Standardized Government Travel Regulations.

b. DOMESTIC TRANSFER

An advance of funds may be allowed employees who are being transferred from one duty station to another within the continental limits of the United States in connection with shipment of their household goods and personal effects. (See Public Law 600 — 79th Congress section 1 A.) The regulations governing this advance are set forth in section 15 of Executive Order 9805 of 25 November 1946 as amended by Executive Order 10069 of 14 July 1949.

44. PRIVATELY OWNED CONVEYANCE

- a. Under regulations prescribed by the President, and where such mode of transportation is authorized or approved as more advantageous to the Government, the Government will pay in lieu of actual expenses, fixed rates per mile for the use of privately owned conveyances, subject to certain limitations. (See Public Law 600 — 79th Congress section 3, as amended by section 4 of Public Law 92 — 81st Congress.) Detailed regulations governing the payment of such expenses are contained in the Standardized Government Travel Regulations section 12 a. Regulations governing use of privately owned conveyance on an actual expenses basis, where such expenses do not exceed the cost of transportation available by common carrier, are contained in the Standardized Government Travel Regulations section 12.
- b. CIA Regulation No. (a) establishes Agency policy and procedure governing the application of the provisions above.

HANDBOOK
NO.

TRAVEL
3 March 1953

45. RECEIPTS

Part XI of the Standardized Government Travel Regulations contains specific information on requirements for proper receipts.

46. VOUCHERS

- a. Part XII of the Standardized Government Travel Regulations contains specific information on maintaining proper travel vouchers.
- b. CIA Regulation No. establishes Agency policy and procedure governing submission of travel vouchers.

47. TRAVEL ORDERS

CIA Regulation No. establishes detailed provisions governing the approval, issuance, and processing of travel orders. The items enumerated below are covered in CIA Regulation No.

	par.
Issuance of Travel Orders.....	A (1)
Time element	A (2)
Per Diem and Mileage Rates.....	A (3)
Travel without prior written orders.....	A (4)
Special type travel orders.....	A (5)
Central Processing Branch.....	A (6)
Travel by Armed Services personnel.....	A (7)
Transportation of dependents.....	A (8)
Transportation of household goods, personal effects and privately owned automobiles.....	A (9)
Local transportation	A (12)

HANDBOOK
NO.

TRAVEL
3 March 1953

SECTION VII — PUBLIC LAWS (EXTRACTS)

CONTENTS

	Page
GENERAL	37
PUBLIC LAW 110, 81st CONGRESS	37
PUBLIC LAW 600, 79th CONGRESS	39
PUBLIC LAW 830, 81st CONGRESS	42

48. GENERAL

Agency travel regulations are based on Public Laws. Extracts of pertinent Public Laws are quoted below.

49. EXTRACTS FROM P. L. 110

[PUBLIC LAW 110 — 81st CONGRESS]
[CHAPTER 227 — 1st SESSION]
[H. R. 2663]
AN ACT

DEFINITIONS

Sec. 1. That when used in this Act, the term —

- (a) "Agency" means the Central Intelligence Agency;
- (b) "Director" means the Director of Central Intelligence;

* * * * *

TRAVEL, ALLOWANCES, AND RELATED EXPENSES

Sec. 5. (a) Under such regulations as the Director may prescribe, the Agency, with respect to its officers and employees assigned to permanent-duty stations outside the continental United States, its territories, and possessions, shall —

(1) (A) pay the travel expenses of officers and employees of the Agency including expenses incurred while traveling pursuant to orders issued by the Director in accordance with the provisions of Section 5 (a) (3) with regard to the granting of home leave;

(B) pay the travel expenses of members of the family of an officer or employee of the Agency when proceeding to or returning from his post of duty; accompanying him on authorized home leave; or otherwise traveling in accordance with authority granted pursuant to the terms of this or any other Act;

(C) pay the cost of transporting the furniture and household and personal effects of an officer or employee of the Agency to his successive posts of duty and, on the termination of his services, to his residence at time of appointment or to a point not more distant, or upon retirement, to the place where he will reside;

(D) pay the cost of storing the furniture and household and personal effects of an officer or employee of the Agency who is absent under orders from his usual post of duty, or who is assigned to a post to which, because of emergency conditions, he cannot take or at which he is unable to use, his furniture and household and personal effects;

(E) pay the cost of storing the furniture and household and personal effects of an officer or employee of the Agency on first arrival at a post

HANDBOOK
NO.

TRAVEL
3 March 1953

for a period not in excess of three months after such first arrival at such post or until the establishment of residence quarters, whichever shall be shorter;

(F) pay the travel expenses and transportation costs incident to the removal of the members of the family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property, and the return of such persons, furniture, and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which such officer or employee has been assigned.

(2) Charge expenses in connection with travel of personnel, their dependents, and transportation of their household goods and personal effects, involving a change of permanent station, to the appropriation for the fiscal year current when any part of either the travel or transportation pertaining to the transfer begins pursuant to previously issued travel and transfer orders, notwithstanding the fact that such travel or transportation may not all be affected during such fiscal year, or the travel and transfer orders may have been issued during the prior fiscal year.

(3) (A) Order to the United States or its Territories and possessions on leave provided for in 5 U.S.C. 30, 30a, 30b, or as such sections may hereafter be amended, every officer and employee of the agency who was a resident of the United States or its Territories and possessions at time of employment, upon completion of two years' continuous service abroad, or as soon as possible thereafter: *Provided*, That such officer or employee has accrued to his credit at the time of such order, annual leave sufficient to carry him in a pay status while in the United States for at least a thirty-day period.

(B) While in the continental United States on leave, the service of any officer or employee shall not be available for work or duties except in the agency or for training or for reorientation for work; and the time of such work or duty shall not be counted as leave.

(C) Where an officer or employee on leave returns to the United States or its Territories and possessions, leave of absence granted shall be exclusive of the time actually and necessarily occupied in going to and from the United States or its Territories and possessions, and such time as may be necessarily occupied in awaiting transportation.

(4) Notwithstanding the provisions of any other law, transport for or on behalf of an officer or employee of the Agency, a privately owned automobile in any case where it shall be determined that water, rail, or air transportation of the automobile is necessary or expedient for any part or of all the distance between points of origin and destination, and pay the costs of such transportation.

(5) (A) In the event of illness or injury requiring the hospitalization of an officer or full time employee of the Agency, not the result of vicious habits, intemperance, or misconduct on his part, incurred while on assignment abroad, in a locality where there does not exist a suitable hospital or clinic, pay the travel expenses of such officer or employee by whatever means he shall deem appropriate and without regard to the Standardized Government Travel Regulations and section 10 of the Act of March 3, 1933 (47 Stat. 1516; 5 U.S.C. 73b), to the nearest locality where a suitable hospital or clinic exists and on his recovery pay for the travel expenses of his return to his post of duty. If the officer or employee is too ill to travel unattended, the Director may also pay the travel expenses of an attendant;

(B) Establish a first-aid station and provide for the services of a nurse at a post at which, in his opinion, sufficient personnel is employed to warrant such a station: *Provided*, That, in his opinion, it is not feasible to utilize an existing facility;

HANDBOOK

TRAVEL

NO.

3 March 1953

(C) In the event of illness or injury requiring hospitalization of an officer or full time employee of the Agency, not the result of vicious habits, intemperance, or misconduct on his part, incurred in the line of duty while such person is assigned abroad, pay for the cost of the treatment of such illness or injury at a suitable hospital or clinic;

(D) Provide for the periodic physical examination of officers and employees of the Agency and for the cost of administering inoculations or vaccinations to such officers or employees.

(6) Pay the costs of preparing and transporting the remains of an officer or employee of the Agency or a member of his family who may die while in travel status or abroad, to his home or official station, or to such other place as the Director may determine to be the appropriate place of interment, provided that in no case shall the expense payable be greater than the amount which would have been payable had the destination been the home or official station.

(7) Pay the costs of travel of new appointees and their dependents, and the transportation of their household goods and personal effects, from places of actual residence in foreign countries at time of appointment to places of employment and return to their actual residences at the time of appointment or a point not more distant: *Provided*, That such appointees agree in writing to remain with the United States Government for a period of not less than twelve months from the time of appointment.

Violation of such agreement for personal convenience of an employee or because of separation for misconduct will bar such return payments and, if determined by the Director or his designee to be in the best interests of the United States, any money expended by the United States on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

(b) In accordance with such regulations as the President may prescribe and notwithstanding the provisions of section 1765 of the Revised Statutes (5 U.S.C. 70), the Director is authorized to grant to any officer or employee of the Agency allowances in accordance with the provisions of section 901 (1) and 901 (2) of the Foreign Service Act of 1946.

* * * * *

50. EXTRACTS FROM P. L. 600

[PUBLIC LAW 600 — 79th CONGRESS]

[CHAPTER 744 — 2d SESSION]

[H. R. 6533]

AN ACT

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That (a) under such regulations as the President may prescribe, any civilian officer or employee of the Government who, in the interest of the Government, is transferred from one official station to another, including transfer from one department to another, for permanent duty, shall, except as otherwise provided herein, when authorized, in the order directing the travel, by such subordinate official or officials of the department concerned as the head thereof may designate for the purpose, be allowed and paid from Government funds the expenses of travel of himself and the expenses of transportation of his immediate family (or a commutation thereof in accordance with the Act of February 14, 1931) and the expenses of transportation, packing, crating, temporary storage, drayage, and unpacking of his household goods and personal effects (not to exceed seven thousand pounds if uncrated or eight thousand seven hundred and fifty

HANDBOOK

NO.

TRAVEL

3 March 1953

pounds if crated or the equivalent thereof when transportation charges are based on cubic measurement): *Provided*, That advances of funds may be made to the officer or employee in accordance with said regulations under the same safeguards as are required under the Subsistence Expense Act of 1926 (5 U.S.C. 828): *Provided further*, That the allowances herein authorized shall not be applicable to civilian employees of the War Department and their dependents when transferred under the provisions of section 3 of the Act of June 5, 1942 (50 U.S.C. 763), nor to officers and employees of the Foreign Service, Department of State: *Provided further*, That no part of such expenses (including those of officers and employees of the Foreign Service, Department of State) shall be allowed or paid from Government funds where the transfer is made primarily for the convenience or benefit of the officer or employee or at his request: *Provided further*, That in case of transfer from one department to another such expenses shall be payable from the funds of the department to which the officer or employee is transferred.

(b) In lieu of the payment of actual expenses of transportation, packing, crating, temporary storage, drayage, and unpacking of household goods and personal effects, in the case of such transfers between points in continental United States, reimbursement shall be made to the officer or employee on a commuted basis (not to exceed the amount which would be allowable for the authorized weight allowance) at such rates per one hundred pounds as may be fixed by zones in regulations prescribed by the President.

(c) Funds available for travel expenses of civilian officers and employees shall also be available for the expenses of the transportation of their immediate families, and funds available for the transportation of things shall also be available for the transportation of household goods and effects, as authorized by this Act.

Sec. 2. The Act of October 10, 1940 (5 U.S.C. 73c-1), relating to allowances for the transportation of household goods, section 5 of the Act of March 4, 1923, as amended (19 U.S.C. 48), relating to traveling and subsistence expenses of customs officers and employees, the first sentence of section 645 (a) of the Tariff Act of 1930 (19 U.S.C. 1645 (a)), relating to traveling and subsistence expenses of the families of such officers and employees, and other Acts relating to allowances to civilian officers and employees in the executive branch of the Government (except those mentioned in the second proviso clause of section 1 (a) of this Act) on transfer from one official station to another for permanent duty, are hereby repealed.

Sec. 3. The Act of February 14, 1931 (5 U.S.C. 73a), as amended, is further amended to read as follows:

"Civilian officers or employees or others rendering service to the Government shall, under regulations prescribed by the President, and unless otherwise provided in the appropriation concerned or other law, and whenever such mode of transportation is authorized or approved as more advantageous to the Government, be paid in lieu of actual expenses of transportation not to exceed 2 cents per mile for the use of privately owned motorcycles or 5 cents per mile for the use of privately owned automobiles or airplanes when engaged in necessary travel on official trips from their designated posts of duty or places of service, or 2 cents per mile for the use of privately owned motorcycles or 4 cents per mile for the use of privately owned automobiles when used on official business wholly within the limits of their official stations or places of service. In addition to the mileage allowances provided for in this section, there may be allowed reimbursement for the actual cost of ferry fares and bridge, road, and tunnel tolls."

HANDBOOK

NO.

TRAVEL

3 March 1953

Sec. 4. Until June 30, 1948, when authorized in an appropriation or other Act, appropriations available for travel expenses shall be available for the payment, without regard to the rates authorized by the Subsistence Expense Act of 1926, as amended (5 U.S.C. 821-833), of per diem allowances in lieu of subsistence expenses to civilian officers and employees of departments while traveling on official business outside continental United States and away from their designated posts of duty: *Provided*, That the amount of such allowances shall be determined by the head of the department concerned or by such subordinates as he may designate for the purpose, but shall in no case exceed the maximum established by regulations prescribed by the President for the locality in which the travel is performed.

Sec. 5. Persons in the Government service employed intermittently as consultants or experts and receiving compensation on a per diem when actually employed basis may be allowed travel expenses while away from their homes or regular places of business, including per diem in lieu of subsistence while at place of such employment, in accordance with the Standardized Government Travel Regulations, Subsistence Expense Act of 1926, as amended (5 U.S.C. 821-833), and the Act of February 14, 1931, as amended by this Act, and persons serving without compensation or at \$1 per annum may be allowed, while away from their homes or regular places of business, transportation in accordance with said regulations and said Act of February 14, 1931, as so amended, and not to exceed \$10 per diem in lieu of subsistence en route and at place of such service or employment unless a higher rate is specifically provided in an appropriation or other Act.

Sec. 6. Section 10 of the Act of March 3, 1933 (5 U.S.C. 73b) is hereby amended to read as follows:

"Sec. 10. Whenever by or under authority of law actual expenses for transportation may be allowed, such allowances shall not exceed the lowest first-class rate by the transportation facility used in such transportation unless it is certified, in accordance with regulations prescribed by the President, that lowest first-class accommodations are not available or that use of a compartment or such other accommodations as may be authorized or approved by the head of the agency concerned or such subordinates as he may designate, is required for purposes of security."

Sec. 7. Appropriations for the departments shall be available, in accordance with regulations prescribed by the President, for expenses of travel of new appointees, expenses of transportation of their immediate families and expenses of transportation of their household goods and personal effects from places of actual residence at time of appointment to places of employment outside continental United States, and for such expenses on return of employees from their posts of duty outside continental United States to the places of their actual residence at time of assignment to duty outside the United States: *Provided*, that such expenses shall not be allowed new appointees unless and until the person selected for appointment shall agree in writing to remain in the Government service for twelve months following his appointment, unless separated for reasons beyond his control. In case of a violation of such agreement any moneys expended by the United States on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States. This section shall not apply to appropriations for the Foreign Service, State Department.

* * * * *

Approved August 2, 1946

HANDBOOK
NO.

TRAVEL
3 March 1953

51. EXTRACTS FROM P. L. 830

[PUBLIC LAW 830 — 81st CONGRESS]

[CHAPTER 1010 — 2d SESSION]

[H. R. 9430]

AN ACT

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That subsection (a) of section 1 of the Act of August 2, 1946 (60 Stat. 806), is amended by striking the phrase “, in the order directing the travel,” and substituting therefor the words “or approved”.

(b) The period at the end of subsection (a) of said section is changed to a colon and the following proviso is added thereto: “*And provided further*, That expenses of travel and transportation in connection with the transfer of officers and employees to posts of duty outside the continental limits of the United States and return therefrom shall be allowed to the same extent and subject to the same limitations prescribed for new appointees under section 7 of this Act.”

(c) A new subsection is added at the end of the said section, as follows:

“(d) When civilian officers and employees of the United States are on duty at places designated by the heads of their respective departments or agencies as within zones from which their immediate families should be evacuated for military or other reasons which create imminent danger to life or property, or adverse living conditions seriously affecting the health, safety, or accommodations of said families, or upon transfer or assignment to duty of such civilian officers and employees to places where their immediate families are not, for the aforesaid reasons, permitted to accompany them, their immediate families and household goods may be transported at Government expense, under such regulations as the heads of their respective departments and agencies may prescribe, to such location as may be designated by the civilian officer or employee concerned or by the immediate families of such officers and employees when circumstances prevent the officers and employees from designating such locations or when it is administratively impracticable to determine the intent of the officers or employees in this respect: *Provided*, That if such location designated by either the officers or employees or their immediate families is within an area to which such movement is prohibited for the aforesaid reason, an alternate location may be designated by either the officers or employees concerned or their immediate families: *And provided further*, That such immediate families and household goods may later be transported at Government expense from the designated location or alternate location authorized in this subsection to a duty station to which the officers or employees concerned are assigned, and to which the above restrictions do not apply.”

Sec. 2. Section 7 of the said Act of August 2, 1946 (60 Stat. 806), is hereby amended by deleting the proviso at the end of the first sentence thereof, by deleting the second sentence, and by substituting the following therefor: “*Provided*, That such expenses of travel and transportation to posts of duty outside the continental United States shall not be allowed unless and until the person selected for appointment shall agree in writing to remain in the Government service for twelve months following his appointment, unless separated for reasons beyond his control and acceptable to the department or agency concerned and in case of violation of such agreement any moneys expended by the United States on account of such travel and transportation shall be recoverable from the individual concerned as a debt due the United

CONFIDENTIAL

HB

25X1

HANDBOOK
NO.

TRAVEL
3 March 1953

States: *And provided further*, That expenses of return travel and transportation upon separation from the service shall be allowed whether such separation is for the purposes of the Government or for personal convenience, but shall not be allowed unless such persons selected for appointment outside the continental United States shall have served for a minimum period of not less than one nor more than three years prescribed in advance by the head of the department or agency concerned or unless separation is for reasons beyond the control of the individual and acceptable to the department or agency concerned."

* * * * *

Approved September 23, 1950

CONFIDENTIAL

SECRET
Security Information